

Dr. D. L. Williams

J. W. Erad
December 4, 1957

A. W. Poeske

Weekly Report - Report for period ending November 30, 1957

PERSONNEL:

Dr. Robert S. Sharman arrived back in Sebring on Monday.

There has not been any change in the assignment of personnel since the report for the period ending March 23, 1957

Visitors:

This week produced a number of visitors. On Sunday, Miss. Lynch, Administrative Officer, Entomology Research Division, Beltsville, Maryland arrived in Sebring for the purpose of preparing job descriptions for the personnel required to staff the various jobs necessary to the operation of the research program.

At the request of her headquarters and upon completion of her work, here, she was able to depart from Sebring Wednesday afternoon.

On Monday afternoon Mr. Bradshaw, Administrative Services Officer and Mr. Rowan, Classification Officer of the SRBO arrived in Sebring. Mr. Bradshaw advised that the SRBO would assist us in any way possible to obtain supplies, materials, equipment etc. to meet program requirements. Completeness of information transmitted to the RBO was stressed in order to keep correspondence back and forth to a minimum and to assure complete understanding of items wanted. Mr. Bradshaw requested that deadline dates or urgent needs be noted on requisitions so that they will be able to take special action to obtain the items as quickly as possible. Mr. Bradshaw was also kind enough to take "notes" on future requirements in order to obtain sources of supply, descriptive literature and contract information for our use. The availability of excess property was also discussed. Mr. Bradshaw left Sebring for New Orleans on Wednesday afternoon.

Mr. Rowan's time was spent with the staff members discussing the various types of jobs required for operation of the program.

On Tuesday afternoon Mr. Bradshaw and Mr. Rowan went to Orlando and Bithlo with Dr. Williams and Dr. Sharman to observe operations there.

On Wednesday evening Mr. Earl Sharar, Business Manager, SRBO and Mr. Norman Bridges, Personnel Officer arrived in Sebring.

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Thursday morning (Thanksgiving Day) Messrs Sharar, Bridges and Rowan visited the office and went over the proposed operations and inspected existing facilities. They left Sebring Thursday afternoon to visit other ARS field offices.

ADMINISTRATIVE SERVICES

On Friday afternoon fifteen (15) refrigerators which were obtained from excess arrived at the ACL freight station. Arrangements have been made to have the refrigerators unloaded and transported to the hangar for storage. Since some of the individual boxes weighed as much as 3,400 lbs. and the total shipment 58,000 lbs., only one concern was able to handle the job.

Bids were issued by the SRBO for 200 fly traps and rental of a Cessna airplane.

Purchase orders have been issued for three electric and 5 manual typewriters and indications are that they will be received within a week or ten days.

Bids were opened for 93,000 pounds of beef heart and only one bid in the amount of \$0.44 $\frac{3}{4}$ per pound was received. This was considerably higher than paid previously and indicates that wider competition is necessary to obtain more favorable prices. One bid for horse meat at \$0.26 per lb. was received but was not considered responsive since beef heart was specified.

A 1954 Chevrolet Sedan Delivery was loaned to us by the Jacksonville office.

BUDGET & FISCAL:

The attached report reflects the financial status of screw-worm eradication funds through the 2nd. Quarter, as prepared by Mr. Clark.

Thursday morning (Thanksgiving Day) Messrs. Sharpe, Bridges and Rosen visited the office and went over the proposed operations and inspected existing facilities. They left Saturday afternoon to visit other AHS field offices.

ADMINISTRATIVE MATTERS

On Friday afternoon fifteen (15) refrigerators which were obtained from excess arrived at the AHS freight station. Arrangements have been made to have the refrigerators unloaded and transported to the hangar for storage. Since some of the individual boxes weighed as much as 5,400 lbs. and the total shipment 58,000 lbs., only one concern was able to handle the job.

Bids were issued by the ARS for 200 fly traps and rental of a Cessna airplane.

Further orders have been issued for three electric and 2 manual typewriters and indications are that they will be received within a week or ten days.

Bids were opened for 25,000 pounds of beef heart and only one bid in the amount of \$0.44 3/4 per pound was received. This was considerably higher than rate previously and indicates that wider competition is necessary to obtain more favorable prices. The bid for horse meat at \$0.75 per lb. was received but was not considered responsive since beef heart was specified.

A 1954 Chevrolet Sedan delivery was loaned to us by the Jacksonville office.

BUDGET & FINANCE

The attached report reflects the financial status of seven-year restriction funds through the end. Quarter, as prepared by Mr. Clark.

Dr. D. L. Williams

S. W. Erad
December 9, 1957

A. W. Poeske

Weekly Report - Report for period ending December 7, 1957

PERSONNEL:

Mr. Donald Moyer, from the ERBO, completed a four week assignment and returned Friday to his home office. His services were greatly appreciated and his purchasing and contracting experience was invaluable.

There remains a critical need for Stenographic and Secretarial help. Arrangements have been made through Mr. Morgan to obtain the services of Mrs. Barbara Hodges from the Jacksonville office and Emogene Knight from Montgomery, Alabama on detail. In the meantime it is hoped that our personnel office will be able to establish permanent positions and we will be able to fill them.

The Administrative Officer's position has been cleared and Mr. O. Krause will return next week from Jefferson City, Missouri to assume the duties of this position.

Mr. Rowland Richards, Entomologist, arrived from Kerrville, Texas for a thirty day detail.

ADMINISTRATIVE SERVICES

In addition to the fifteen walkin refrigerators which were reported last week, seven more units 12' x 24' x 7½' were received at the A.C.L. freight station. These refrigerators filled six freight cars and proved to be quite a task to unload and transport to the air base. The Sebring Welding and Tank Co. was the only concern willing to under-take the job. A commitment was made to have them do the job at a cost of \$14.00 per hour for two trucks, one equiped with a boom and two men. The estimated freight charges for the six car loads from Topeka, Kansas are \$6,200 plus approximately \$750 for unloading in Sebring and transporting them to the Air base.

It was decided not to accept the bid for 93,000 lbs. of beef heart mentioned in last weeks report due to the extremely high price of \$.44 3/4 cents per pound. The SRBO agreed to purchase sufficient quantities of ground beef heart on the open market to maintain the fly production at 2,000,000 a week until such time as new bids can be issued.

December 9, 1957

Dr. D. L. Williams

A. W. Roelke

Weekly Report - Report for period ending December 7, 1957

PERSONNEL:

Mr. Donald Meyer, from the ERBO, completed a four week assignment and returned Friday to his home office. His services were greatly appreciated and his purchasing and contracting experience was invaluable.

There remains a critical need for stenographic and secretarial help. Arrangements have been made through Mr. Morgan to obtain the services of Mrs. Barbara Hodges from the Jacksonville office and Emogene Knight from Montgomery, Alabama on detail. In the meantime it is hoped that our personnel office will be able to establish permanent positions and we will be able to fill them.

The Administrative Officer's position has been cleared and Mr. O. Krause will return next week from Jefferson City, Missouri to assume the duties of this position.

Mr. Howland Richards, Entomologist, arrived from Kerrville, Texas for a thirty day detail.

ADMINISTRATIVE SERVICES

In addition to the fifteen walk-in refrigerators which were re-ported last week, seven more units 12' x 24' x 24' were received at the A.C.L. freight station. These refrigerators filled six freight cars and proved to be quite a task to unload and trans- port to the air base. The Sebring Welding and Tank Co. was the only concern willing to undertake the job. A commitment was made to have them do the job at a cost of \$14.00 per hour for two trucks, one equipped with a boom and two men. The estimated freight charges for the six car loads from Topeka, Kansas are \$6,300 plus approximately \$750 for unloading in Sebring and transporting them to the air base.

It was decided not to accept the bid for 93,000 lbs. of beef heart mentioned in last week's report due to the extremely high price of \$4 3/4 cents per pound. The ERBO agreed to purchase sufficient quantities of ground beef heart on the open market to maintain the fly production at 2,000,000 a week until such time as new bids can be issued.

The bid for the construction of 200 fly traps was opened Friday, December 6, 1957. Only two out of approximately 20 bids were returned, in the amounts of \$22.00 and \$35.25. Both were considered too high and it was suggested that attempts be made to secure other bids by personal contact with the local lumber yards and carpenters.

Bids were also opened for the rental of one Cessna airplane, for the period December thru June and the award made to the Orlando Flying Service who was low bidder at \$14.25 per hour.

The following equipment was received:

One - Thermofax copy machine.

Three - Typewriters (Manual - Smith-Corona)

Some preliminary work has been done toward writing specifications on the traps and racks which will be used for fly production.

BUDGET AND FISCAL

It was agreed to present a financial statement every two weeks as required by Jacksonville and Washington offices.

The bid for the construction of 200 fly traps was opened Friday, December 6, 1935. Only two out of approximately 20 bids were returned, in the amounts of \$22.00 and \$32.25. Both were considered too high and it was suggested that attempts be made to secure other bids by personal contact with the local lumber yards and carpenters.

Bids were also opened for the rental of one Cessna airplane, for the period December thru June and the award made to the Orlando Flying Service who was low bidder at \$14.25 per hour.

The following equipment was received:

One - ThermoFax copy machine.

Three - Typewriters (Manual - Smith-Corona)

Some preliminary work has been done toward writing specifications on the traps and racks which will be used for fly production.

BUDGET AND FISCAL

It was agreed to present a financial statement every two weeks as reported by Jacksonville and Washington offices.

The following is a summary of the financial statement for the first two weeks of the project.

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